

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 29, 2007

Item 1, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on January 29, 2007.

1 APPOINTMENT OF STRATEGIC PLANNING COMMITTEE CHAIR

The Strategic Planning Committee recommends:

- 1) That Regional Councillor Ferri be appointed Chair for 2007;**
- 2) That Regional Councillor Rosati be appointed Vice-Chair for 2007; and**
- 3) That the appointment of Chair and Vice-Chair be conducted annually.**

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Item 2, Report No. 1, of the Strategic Planning Committee, which was adopted without amendment by the Council of the City of Vaughan on January 29, 2007.

2 **VAUGHAN COUNCIL/SMT STRATEGIC PLANNING PROCESS**

The Strategic Planning Committee recommends:

- 1) That Clauses 1 and 2 contained in the following report of the City Manager and the Senior Manager of Strategic Planning, dated January 23, 2007, be approved;**
- 2) That staff review the agenda for the Council/SMT Strategic Planning Workshop and if necessary, schedule a two-day session at a local facility in late March or early April 2007.**

Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Senior Management Team recommend:

- 1) That Attachment 1. 2006-2007 Council/SMT Strategic Planning Workshop Preparation Process be received and approved.
- 2) That the City Manager's Office proceed with facilitating a one day strategic planning workshop preparation meeting for Council in February 2007
- 3) That a one-day Council and Senior Management Strategic Planning Workshop be scheduled at a local facility in late March or early April 2007

Economic Impact

There is no economic impact

Purpose

To review and discuss the proposed 2007 Council/SMT strategic planning workshop preparation process and to decide on the timing and location of the Council/SMT strategic planning workshop.

Background - Analysis and Options

In preparation for the 2007 Council/SMT strategic planning workshop, a proposed process has been developed for discussion by the Strategic Planning Committee (Attachment 1). As outlined in Attachment 1, it is recommended that Council meet in February 2007 for a one-day strategic planning workshop preparation session facilitated by the City Manager's Office. Background information from the Senior Management strategic workshop in November 2006 will be circulated to Council prior to the meeting. The focus of this meeting will be to review the Vaughan Vision 2007 strategy map and to discuss potential strategic initiatives.

Information received during the Council strategic planning session will be aggregated into a draft document to be further discussed at the Council/SMT strategic planning workshop. Staff recommends that the Council/SMT strategic planning workshop be held in a local facility and be conducted over a one-day session. Additionally, it is recommended that the Council/SMT strategic planning workshop be held in the last week of March or early April 2007.

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Following the Council/SMT strategic planning workshop in March or April 2007, Strategic Planning Committee meetings in May and September 2007 would be utilized to gather additional feedback from Council and Senior Management on the draft Vaughan Vision 2020 strategic plan developed at the workshop. It is proposed that this process would be completed by October 2007 with the publication of a City of Vaughan strategic plan document in November 2007.

Relationship to Vaughan Vision 2007

This report details the process for Council and Senior Management involvement in the review of Vaughan Vision 2007 and the development of a new City of Vaughan strategic plan.

Conclusion

It is appropriate and timely to review and discuss the 2007 Council/SMT strategic planning workshop preparation process and meeting location and date.

Attachment

- 1) Attachment 1. 2006-2007 Council/SMT Strategic Planning Workshop Preparation Process

Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

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Item 3, Report No. 1, of the Strategic Planning Committee, which was adopted, as amended, by the Council of the City of Vaughan on January 29, 2007, as follows:

By receiving the memorandum from the Senior Manager of Strategic Planning, dated January 26, 2007; and

By approving that the cost of the Strategic Planning survey of approximately \$30,000, be referred to the Budget Committee for consideration.

3 VAUGHAN STRATEGIC PLANNING PUBLIC/STAFF INVOLVEMENT PROCESS

The Strategic Planning Committee recommends:

- 1) That Clauses 1 and 2 contained in the following report of the City Manager and the Senior Manager of Strategic Planning, dated January 23, 2007, be approved; and
- 2) That the Public Strategic Planning Stakeholder Engagement include focus group meetings, public meetings and written feedback; and

That staff provide related cost implications including utilizing a scientific survey such as Environics, and an action plan to achieve this initiative.

Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Senior Management Team recommend:

- 1) That Attachment 1. Vaughan Strategic Planning Public/Staff Involvement Process be received and approved.
- 2) That Attachment 2. Vaughan Strategic Planning Focus Group Meetings be received and approved.
- 3) That the Strategic Planning Committee provide direction on which Public Strategic Planning Stakeholder Engagement method to implement

Economic Impact

There is no economic impact

Purpose

To review and discuss the proposed public/staff involvement in the strategic planning process as first proposed at the Strategic Planning Committee meeting on June 12, 2006. As well to review the proposed focus group meeting format.

Background - Analysis and Options

At the Strategic Planning Committee meeting on June 12, 2006 discussion focused on the need to involve the public and staff in the Vaughan Vision 2007 review process both prior to and after the scheduled Council/SMT strategic planning workshop in March 2007. As a result, a proposed process has been developed for discussion by the Strategic Planning Committee (Attachment 1). It outlines a recommended process including the timing of meetings with the public and staff and three possible methods for stakeholder engagement.

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The proposed process involves holding the first stakeholder engagement meetings in February through March 2007. The stakeholder engagement meetings will use a selection of the following mechanisms as decided upon by the Strategic Planning Committee:

1. The first stakeholder engagement method is to conduct focus group meetings. A proposed focus group meeting format has been developed for discussion by the Strategic Planning Committee (Attachment 2). It is proposed that a series of meetings be arranged with select community representatives, scheduled at different times of the day, including both day and evening, to accommodate selected community representatives. The first part of the meeting will be a brief presentation on Vaughan Vision 2007 followed by a facilitated meeting asking participants the following questions:
 - How much progress have we made on each of the strategic goals and objectives?
 - What strategic goals should be focused on more or less in the future?
 - What strategic focus do you feel will be more important or less important in the future?
2. The second stakeholder engagement method is to conduct open public meetings. Open public meetings would solicit participation from the community through newspaper and website advertisements. It is proposed that three open public meetings be scheduled, one in the north, east and west, following the completion of the focus group meetings. The first part of the meeting will be a brief presentation on Vaughan Vision 2007 followed by an opportunity for participants to provide written feedback through the submission of feedback forms provided at the meeting. The feedback form would utilize the following questions:
 - Rate the progress to date of each Vaughan Vision 2007 goal
 - What are some important issues facing the City of Vaughan?
 - Rate what the focus for the future should be for each of the strategic priorities
3. The third method of stakeholder engagement is to give City of Vaughan residents the opportunity to participate in the strategic planning process through the submission of a feedback form made available on the City website. It is proposed that the web-based online feedback form utilize the same questions as the open public meetings.

It is proposed that feedback received from open public meetings and online feedback be used to validate the information collected at the focus group meetings.

Data collected from the February through March 2007 stakeholder engagement meetings as well as staff, SMT and Council strategic planning sessions will be consolidated to identify patterns and utilized at the Council/SMT strategic planning workshop held in March 2007.

Following the Council/SMT strategic planning workshop, the selected stakeholder engagement methods would once again be facilitated by the City Manager's Office to gather feedback on the draft Vaughan Vision 2020 strategic plan developed at the workshop. It is proposed that this process would be completed by October 2007 with the publication of a City of Vaughan strategic plan document in November 2007.

Relationship to Vaughan Vision 2007

This report details the process for involving the public and staff in the review of the Vaughan Vision 2007 and the development of a new City of Vaughan strategic plan.

Conclusion

It is appropriate and timely to review and discuss the Vaughan Strategic Planning Public/Staff Involvement Process.

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Attachment

- 1 Attachment 1. Vaughan Strategic Planning Public/Staff Involvement Process
- 2 Attachment 2. Vaughan Strategic Planning Focus Group Meetings

Report prepared by:

Thomas Plant MBA, MPA
Senior Manager of Strategic Planning

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)